

## **CRIME LABORATORY MANAGER**

### **DISTINGUISHING FEATURES**

The fundamental reason this position exists is to perform highly skilled professional level work involving the application of forensic science and criminalistics techniques and methodologies. This position serves as Senior Forensic Scientist and as the Laboratory Manager. This classification performs responsibilities under general direction from the Administrative Services Bureau Director.

### **ESSENTIAL FUNCTIONS:**

Performs the more complex procedures in the collection and analysis of physical evidence. Makes chemical and physical analyses and microscopic examinations in the identification and comparison of physical evidence. Conducts instrument testing on tissues, stains, fluids, fibers, minute particles and other physical evidence.

Operates the following instruments: gas chromatography; ultra-violet spectrophotometer; liquid thin layer and column chromatography; microscopy; and more wet chemistry methodologies; and other standard laboratory equipment and calibrated instruments.

Prepares detailed and technical written reports and statistical data. Effectively prepares, presents, comprehends and makes inferences from complex reports, both oral and in writing. Develops and measures procedures, rules, and methodologies.

Renders scientific and technical support in criminal and administrative investigations. Occasionally responds to crime scenes to assist in the proper application of forensic procedures. Testifies in court as an expert witness.

Directs and conducts research. Approves research projects of all laboratory employees.

Plans, organizes and directs the work of laboratory personnel towards a common goal. Selects, trains, evaluates and supervises staff. Oversees training of Police Aides involved in crime scene evidence gathering and processing. Observes and reviews the work of staff to ensure conformance with established procedures and safety standards. Develops and administers laboratory rules, policies, procedures and protocol. Directs individual accomplishment towards organizational objectives.

Assists with and administers the laboratory budget. Orders and performs physical inventories of laboratory equipment and supplies. Trains and monitors employees on safety procedures and correct use of equipment and chemicals.

Lifts and moves evidence. Works with various chemicals and powders. Operates a variety of standard office equipment, including a personal computer that requires continuous and repetitive eye and arm or hand movement.

Listens, communicates and deals effectively with subordinate staff, co-workers, police management, and the general public.

Maintain regular consistent attendance and punctuality.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Modern principles and practices of criminal investigation.

Modern principles and practices underlying the development of a modern crime laboratory program.

Budgetary procedures, personnel and management regulation and standards.

Laws pertaining to the collection, preservation, analysis, and presentation of physical evidence.

The operation of the following instruments: gas chromatography; ultra-violet spectrophotometer; liquid thin layer and column chromatography;

Microscopy and more wet chemistry methodologies.

The principles, methods, materials, and techniques of chemistry, biochemistry, microbiology, criminalistics and photography as related to forensic science and criminalistics.

The rules of evidence, criminal procedure, courtroom procedure and testimony.

Ability to:

Operate the following instruments: gas chromatography; ultra-violet spectrophotometer

Communicate in English by phone or in person in a one-to-one or group setting.

Observe, compare or monitor objects, data, and people's behavior to determine compliance with prescribed operating and safety standards.

Comprehend and make inferences from material written in the English language.

Produce written documents in English with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

Sit approximately 60%, walks approximately 15%, and stands approximately 25% of workday.

Operate a variety of standard office equipment, which require continuous and repetitive eye, arm or hand movement.

Work cooperatively with other City employees.

Work safely without presenting a direct threat to self or others.

Operate a motor vehicle requiring a valid standard Arizona driver's license with no major driving citations in the last 39 months.

Visually distinguish the full range of color spectrum in order to perform testing of drugs and body fluids.

Operate computer terminal, a variety of software, and other equipment essential to performing daily activities.

### **Education & Experience**

A Bachelor's degree in Chemistry or a related field and a minimum of three years of recent and progressively responsible experience in a crime laboratory involving detailed laboratory analysis. Some supervisory experience required.

FLSA Status: Exempt

HR Ordinance Status: Unclassified